|  |  |
| --- | --- |
| Bush Primary School Nursery Unit | Controlled Nursery Unit |
| 31 Mullaghteige Road | Admissions No: 26 (Part-time) |
| Bush | Session Times: 9:00am – 12noon |
| Dungannon BT71 6QU |  |
|  | Telephone: 028 8772 5102 |
| Principal: Mrs P A McAlister BEd DASE PQHCo-Principal: Mrs B McKenzie MEd, PQH | E-mail: pmcalister824@c2kni.netbmckenzie712@c2kni.net |
| Chair of Board of Governors: Mr B Davidson MBE | Website: www.bushprimaryschool.co.uk |
|  |  |

**Respective Functions of the Board of Governors and the Principal in relation to admissions.**

The Board of Governors draws up the admissions criteria and delegates to a Selection Committee, consisting of the Co-Principal and the Principal, the responsibility for applying these criteria. Any reference herein to the term the Board of Governors includes any Selection Committee appointed by the Board of Governors for the purposes of applying the admissions criteria.

**Admissions Criteria,**

A timetable of pre-school admissions procedures setting out the dates by which an application is to be submitted is available at [www.eani.org.uk/admissions](http://www.eani.org.uk/admissions) under ‘Pre-School Admissions’.  During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered.

The application procedure opens on 9 January 2024 at 12noon (GMT) and an application submitted by the closing date of 26 January 2024 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 26January 2024 will be treated as a late application.

As the pre-school admissions procedure is in two stages the timetable also specifies the relevant dates at Stage 2 which will determine if an application is to be considered as punctual or late.

**Admissions criteria to be used in the event of the school being oversubscribed with applications for available places.**

**Statutory Criteria**

1. Children from socially disadvantaged circumstances in their final pre-school year who were born:

* on or between 2 July 2020 and 1 July 2021 (inclusive) and whose parents have not exercised their right to defer their child’s entry to primary school; or,
* on or between 1 April 2020 and 1 July 2020 (inclusive) or were due to be born on or between those dates but were born earlier; and,
	+ have not attended or are not currently attending a funded pre-school setting under the Pre-School Education Programme as a target aged child; and,
	+ that child’s parent has completed a request to defer their child starting P1 until September 2025.

***Note: Children from ‘socially disadvantaged circumstances’ means a child whose parent has an entitlement to (i) Income Support, or (ii) Income-based Jobseeker’s Allowance, or (iii) Income related Employment and Support Allowance, or (iv) Universal Credit. When parents apply for places for their child on this basis they must provide Benefit Verification to confirm that they have an entitlement.  The application procedure for Pre-School will outline how Benefit Verification can be submitted.***

2. Children not from socially disadvantaged circumstances (as defined above) who are in their final pre-school year (as defined by Criterion 1).

**Admissions Sub-Criteria**

If there are more children satisfying the last criterion above, which can be applied, then selection for the remaining places will be on the application of the following sub-criteria in the order set down below:

1. Applications showing Bush Nursery Unit as the first preference;
2. Children who will have a child of the family in attendance at Bush Primary School or Nursery Unit during the 2024/2025 school year;
3. Children for whom Bush Primary School is the Controlled school nearest to the child’s home providing nursery education. Home in this instance is understood to be the ordinary residence of the child in the custody of care of his/her parents or legal guardian appointed by the court or Health and Social Services, it is NOT the address of a childminder or other relative. Nearest is being defined as the driving distance as specified by Google Maps direction finder.
4. The remaining places will be allocated on the basis of proximity of the child’s home to the school, priority being given to those living nearest to the school. Home in this instance is understood to be the ordinary residence of the child in the custody of care of his/her parents or legal guardian appointed by the court or Health and Social Services, it is NOT the address of a childminder or other relative. Nearest is being defined as the driving distance as specified by Google Maps direction finder.

Tie breaker criterion - Children will then be selected on the basis of the initial letter of their surname (as entered on the Birth Certificate) in the order set out below.

**G B D Q O J N X F T Z A K W S H I P M L V E C Y U R**

This order was determined by a randomised selection of the letters of the alphabet (selection with a clear audit trail). In the event of surnames beginning with the same initial letter the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the initials of the forenames will be used, and if necessary, the subsequent letters of the forenames.

**Non-statutory criteria**

**Note: Applications falling under Criterion 3 are processed only during Stage 2 of the admissions process, after final pre-school year (Statutory 1 and 2) applications.**

3. Children who were born:

* on or between 1 April 2020 - 1 July 2020 (inclusive), or were due to be born on or between those dates but were born earlier; and,
* and have attended or are currently attending a funded pre-school setting under the Pre-School Education Programme as a target aged (not penultimate aged) child; and,
* that child’s parent has completed a request to defer their child starting P1, or
* on or between 2 July 2021 and 1 July 2022 (inclusive); or,
* on or between 1 April 2021 and 1 July 2021 (inclusive) or were due to be born on or between those dates but were born earlier; and that child’s parent has completed a request to defer their child starting P1 until September 2026.

Children within Criterion 3 will be selected in Chronological Order of Age – eldest child first. In the event of two or more children having the same DOB the above random selection of letters will be used.

**Note 1**

A Birth Certificate for all applications to verify the name and date of birth of the child must be provided at the time of application.

**Note 2**

It is the responsibility of parents to ensure that all relevant information, pertaining to their child, concerning the above criteria is included on the application.

**Duty to Verify**

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any applicant’s application form.

If the requested evidence is not provided to the Board of Governors by the deadline given, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.

**Other Notes**

It is expected that all children will be toilet trained by the time of admission. If parents feel there may be difficulties with this they should contact the Principal.

**Waiting List Policy**

Should a vacancy arise after 11 June 2024, all applications for admission to nursery that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. The waiting list will be in place until the end of the academic year.

The school will contact you in writing if your child gains a place in the school by this method. Your child’s name will be automatically added to the list. Please contact the school if you wish for your child’s name to be removed from the list.